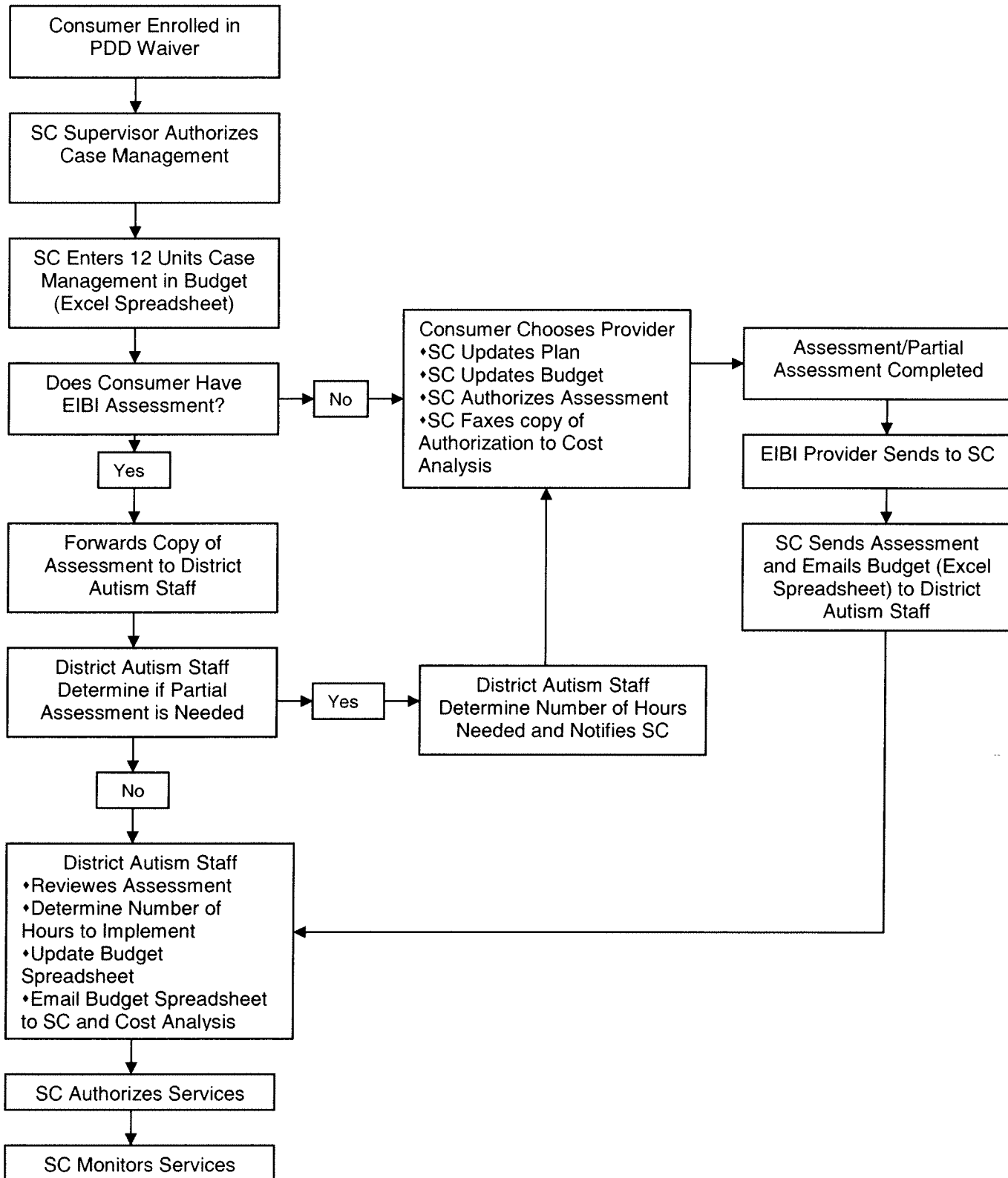


BUDGET PROCESS – PDD WAIVER
All EIBI Services Direct Billed



BUDGET, SERVICE REPORTING, AND PAYMENT PROCEDURES

CONSUMERS ENROLLED IN PDD WAIVER

CONSUMER IS ENROLLED IN THE PDD WAIVER.

Waiver Budgets

Unlike the MR/RD and HASCI Waivers, the budget period for a consumer will cross fiscal years. A consumer can receive services for a maximum period of three years from the date of enrollment in the PDD Waiver.

- Example: A consumer is enrolled in the PDD Waiver on January 20, 2007. If the consumer stays the maximum of 3 years in the waiver, the budget periods will be:
 - January 20, 2007 to January 19, 2008,
 - January 20, 2008 to January 19, 2009, and
 - January 20, 2009 to January 19, 2010.

The waiver budget process will be a manual budget process. We will be using an Excel Spreadsheet to prepare the budget. (copy attached)

Case Management

Once a consumer is enrolled in the PDD Waiver, case management becomes a waiver service and a service authorization is needed.

- The service coordination provider will be paid for case management services through the current payment process: Non-Capitated Service Coordination or the QPL payment process.
- Service coordination supervisor will authorize the Case Management Service.
- Service coordinator enters 12 units of Case Management in the PDD Waiver Budget Spreadsheet (EXCEL file).
- Service coordinator will report service coordination services through the regular automated Service Provision Logs (SPL's).

Early Intensive Behavioral Intervention (EIBI) Services.

All EIBI services for PDD Waiver enrolled consumers will be direct billed to Medicaid.

EIBI Assessment:

- Service coordinator determines if EIBI Assessment has already been completed.
 - If no, service coordinator updates the PDD Waiver Budget Spreadsheet and authorizes the full assessment.
 - A copy of the authorization should be sent to SCDDSN Central Office - Cost Analysis Division (to input into the manual PDD waiver tracking system). Fax the copy of the authorization to Cost Analysis Division at 803-898-9657.
 - If yes, service coordinator sends copy of assessment to District Autism Staff to determine number of hours to approve if the assessment needs to be updated. District Autism Staff inform service coordinator (via e-mail) the number of hours to authorize. Service coordinator updates the PDD Waiver Budget Spreadsheet and authorizes the assessment.

- All assessments and other documentation that need to be sent to District Autism Staff should be sent to:

Ms. Jody Cholewicki
SCDDSN Autism Division
Fairfield Office Park
1064 Gardner Road, Suite 302
Charleston, SC 29407

E-Mail: jcholewicki@ddsn.sc.gov.

- A copy of the authorization should be sent to SCDDSN Cost Analysis Division (to input into the manual PDD waiver tracking system). Fax the copy of the authorization to Cost Analysis Division at 803-898-9657.
- EIBI Service Provider forwards assessment or updated assessment to service coordinator. Service coordinator forwards copy of assessment and e-mails PDD Waiver Budget Spreadsheet (already updated for case management units and the EIBI assessment) to District Autism Staff.

EIBI Plan Implementation Lead Therapy and Line Therapy Services:

- District Autism Staff determine number of units of EIBI services (Plan Implementation, Lead Therapy, and Line Therapy) needed to implement the plan. District Autism Staff update the PDD Waiver Budget Spreadsheet and e-mails the PDD Waiver Budget Spreadsheet to both the service coordinator and SCDDSN Cost Analysis Division.
cost@ddsn.sc.gov.
- Service coordinator authorizes the services and monitors.

Changes to consumers' budgets

All changes to consumers' budgets will follow the same path as the original budget.

EIBI Service Provider: Service Reporting and Payment Procedures

- EIBI service providers will maintain documentation of services provided and bill South Carolina Medicaid as per established billing procedures. The EIBI may use the same service reporting document (copy attached) that they will be using to bill SCDDSN for state funded EIBI services to document the services being direct billed to South Carolina Medicaid.